

Aboriginal Project Officer

| | |
|-------------------------|---|
| College/Division | College of Health and Medicine |
| School/Section | College Office |
| Location | Pataway/Burnie, Launceston |
| Classification | HEO 7 |
| Term | 3 years |
| Reporting line | Reports to Associate Professor Aboriginal Health Leadership, College of Health and Medicine |

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of lutruwita (Tasmania), and from lutruwita, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Aboriginal Project Officer as part of [the College of Health and Medicine](#) to assist with Aboriginal community engagement, support the Indigenisation of the curricula, and project administration. As this is a varied role, the Aboriginal Project Officer will work closely with the Associate Professor Aboriginal Health Leadership and other stakeholders to assist in the administration of projects under our College Strategy.

This is an Identified position. The appointee will be an Aboriginal and/or Torres Strait Islander person. The University of Tasmania [Identified Position Guidelines](#) provide the requirements for confirmation of identity.

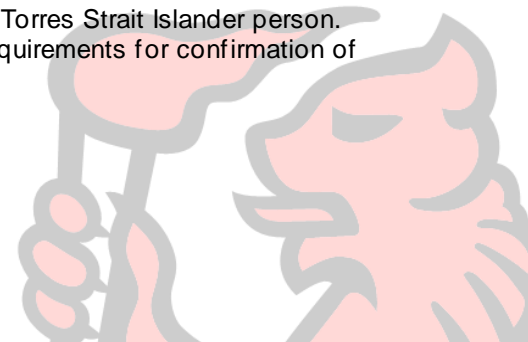
We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Support day-to-day administration including project tasks, coordination of meetings and assistance with project administration.
- Liaise and develop relationships and partnerships with Aboriginal and Torres Strait Islander people, organisations, and service providers to promote and enable participation in projects under the College Strategy.
- Connect Aboriginal and Torres Strait Islander students to opportunities for accessing scholarships, opportunities, support and mentoring, and accessing pathways into health disciplines.
- Work in collaboration with college staff in supporting Indigenisation of the curricula in the college.
- Undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- This is an Identified position. The appointee will be an Aboriginal and/or Torres Strait Islander person. The University of Tasmania [Identified Position Guidelines](#) provide the requirements for confirmation of identity.



- Demonstrated ability to communicate effectively and in a culturally informed and sensitive manner with Aboriginal and Torres Strait Islander people.
- Demonstrate a strong understanding and knowledge of the local Aboriginal community and current issues.
- Demonstrated knowledge, understanding and awareness of Higher Education sector support mechanisms for Aboriginal and Torres Strait Islander students and the importance of Aboriginal pathway programs for Aboriginal and Torres Strait Islander student success.
- Good verbal and written communication, interpersonal, negotiation and presentation skills and capacity to build rapport and partnerships with academic and professional staff.
- Demonstrated high level interpersonal and networking skills, with the capacity to engage with a variety of internal and external stakeholders, including key Aboriginal and Torres Strait Islander organisations and the local Aboriginal Community.
- Demonstrated ability to work cooperatively in a team environment and the ability to use discretion, initiative, judgment, and confidentiality.
- Experience in administration and/or project management and the ability to support project work within a complex organisation.
- A team player with an ability to work independently, use initiative, maintain confidentiality, and use sound judgement.
- Completion of a Degree level qualification with relevant work-related experience or an equivalent combination of relevant experience and/or education/training.

Other position requirements

- Current Working with Vulnerable People registration (or to be obtained).

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of lutruwita. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in lutruwita we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

